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ABSTRACT

This task-based curriculum guide for agricultural production, specifically for dairy livestock, is intended to help the teacher develop a classroom management system where students learn by doing. Introductory materials include a Dictionary of Occupational Titles job code and title sheet, a task sheet for developing leadership skills, and a task list. Each task is then outlined in this format: statement of duty, statement of task, duty and task numbers, a check list of achievement indicators, a statement of the criteria for achievement of competence, specification of required tools and equipment and resources, and lists of teacher activities and student learning activities. The tasks are categorized by nine duties: breeding, caring for, and feeding dairy cattle; maintaining dairy health; maintaining dairy facilities; marketing, showing, and milking dairy cattle; and using employability skills. Other contents include student and class achievement records and tool/equipment lists. (YLB)

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INTRODUCTION

This curriculum guide was developed through a grant awarded to the Agricultural and Extension Education Department (AEE), College of Agriculture and Natural Resources, Michigan State University, by the Vocational-Technical Education Service of the Michigan Department of Education (V-TES/MDE).

The credit for this curriculum guide belongs to:

(1) A task force of individuals from education who reviewed job titles, worker tasks, and developed achievement indicators, criteria statements, tools/equipment, references and resources;

(2) The Vocational-Technical Education Service, Michigan Department of Education consultant responsible for the program area, and,

(3) The project coordinator from AEE.

The names of these people are identified after this section. The following describes the role of each of those credited above in developing the curriculum guide.

(1) The task force members identified occupational titles appropriate to the agriculture program area. This process was facilitated by using materials developed by the Vocational-Technical Education Consortium of States (V-TECS).

(2) The V-TES/MDE curriculum consultants provided overall guidance for the project. This responsibility included nominating the task force members, and working with the AEE staff to determine the direction, format, and content of the curriculum guide.

(3) The project coordinator in AEE was responsible for developing the format of the curriculum, working with the members of the task force to ensure the quality of the curriculum as well as that the final curriculum guide was produced on schedule. The work of the project coordinator was made considerably easier because of the close collaboration of the V-TES/MDE curriculum consultant. This whole effort was a partnership and could not have been completed without this arrangement.

Credit should also be given to the secretaries and other support staff who typed and proofread the curriculum guide at its various stages of development. Without their assistance this effort would never have been completed.

It is intended by all those involved in the development of this curriculum guide that it be used to provide relevant training for entry to the world of work. It is hoped that this curriculum guide is used to that end.

This curriculum guide is one of a series of nine developed for Production Agriculture, C.I.P. 01.0301. A complete Production Agriculture program will use all nine guides: Beef, Sheep, Dairy, Poultry, Swine, Crops, Soils, Farm Business Management, and Farm Mechanics. A listing of Dictionary of Occupational Titles (DOT) job titles associated with these guides is listed below.

D.O.T. TITLE	D.O.T. #
FARM MACHINE OPERATOR	409.683-010
LIVESTOCK RANCHER	410.161-018
POULTRY FARMER	411.161-018
FARMWORKER: POULTRY	411.584-010
LABORER: POULTRY FARM	411.687-018
FARMER: VEGETABLE	402.161-010
SUPERVISOR: TREE-FRUIT-AND-NUT	403.131-010

D.O.T. TITLE	D.O.T. #
FARMER: FIELD CROP	404.161-010
FARMER: GENERAL	421.161-010
FARM WORKER: LIVESTOCK	410.664-010
CATTLE RANCHER	410.161-018
SWINE RANCHER	410.161-018
SHEEP RANCHER	410.161-018
SHEEP HERDER	410.687-022
DAIRY FARMER	410.161-018
FARMWORKER: DAIRY	410.684-010
FARMER: CASH GRAIN	401.161-010
GENERAL MANAGER: FARM	180.167-018
TRACTOR MECHANIC	620.281-058
TRACTOR-MECHANIC HELPER	620.684-030
FARM-EQUIPMENT MECHANIC 1	624.281-010
FARM-EQUIPMENT MECHANIC APPRENTICE	624.281-014
FARM-EQUIPMENT MECHANIC 2	624.381-014
FARMWORKER: GENERAL I	421.683-010
FARMWORKER: GENERAL II	421.687-010

Development of leadership skills as well as technical skills has always been an important part of the vocational agriculture training program. Today's agriculture is very complex, being able to participate, communicate and lead is even more critical now than in prior years. Tomorrow's producer must be able to take an active role in the profession and society.

Recognizing the importance of preparing the decision makers of tomorrow, the duty of "Performing Leadership Skills" is included in all nine curriculum guides. The student is not expected to complete all ten achievements in one year, but should have completed most of them when they have completed the total agriculture program.

Participation in Future Farmers of America (FFA) activities will enhance the development of those important leadership skills. It is suggested that this duty/task be reproduced and placed in each individual student file.

The following people were instrumental in the development of the Agriculture Curriculum Guides.

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Duty: Performing Leadership Skills

Duty No.

Task No.

Task: Develop leadership skills to provide leaders in agriculture.

Achievement Indicators: The learner:	Yes	No
1. Performed ten Parliamentary Procedure Skills -	____	____
2. Gave a five minute speech -	____	____
3. Led a group discussion for 15 minutes -	____	____
4. Served as an FFA officer -	____	____
5. Served as a Program of Activities Committee Chairperson -	____	____
6. Served as an active member of a committee -	____	____
7. Participated in five activities above chapter level -	____	____
8. Participated in carrying out activities as listed in the program of activities -	____	____
9. Prepared a twelve minute demonstration -	____	____
10. Attended leadership meetings -	____	____

Criteria: Competence in the task will be recognized when the instructor is satisfied with leadership performance of the student.

Tools and Equipment:

FFA Record Book
Tape Recorder
Video Tape

Resources:

FFA Student Handbook
Robert's Rules of Order
FFA Degree Application
FFA Manual

TASK LIST
FOR
DAIRY

A. BREEDING DAIRY

1. Plan breeding system.

2. Select breeding stock for embryo transfer, using appropriate resources, to maximize progeny in production and pedigree.

3. Select breeding stock, using appropriate resources, to meet or exceed the farm standards for production, pedigree, health and disposition.

4. Arrange pregnancy check for bred cows and heifers, using appropriate resources, to confirm conception.

5. Store semen, using appropriate resources, to maintain quality semen prior to insemination to improve breeding and cost efficiency.

6. Record breeding data, using appropriate resources, to keep accurate and up-to-date daily herd information.

7. Breed cows and heifers, using appropriate resources, to inseminate and settle all cows and heifers in heat.

8. Detect heat, using appropriate resources, to determine the cows to breed.

9. Cull animals, using appropriate resources, to upgrade herd production and type.

B. CARING FOR DAIRY

1. Apply for registration papers, using appropriate resources, to provide accurate records and assure highly marketable registered livestock.

2. Clean newborn animals, using appropriate resources, to ensure that they are dry and all mucus and foreign matter is removed from the mouth and nasal passage.

3. Dispose of unused chemicals and drugs, using appropriate resources, to assure use of high quality chemicals and drugs.

4. Store medicines and chemicals, using appropriate resources, to maintain quality and to ensure safe use.

5. Identify animals, using appropriate resources, to maintain correct amount of individual animals.

6. Verify production records, using appropriate resources, to assure correct indicators for management decisions.

B. CARING FOR DAIRY (continued)

7. Make inventory lists of dairy equipment, using appropriate resources, to itemize and classify into catagories of liquid and fixed assets.

8. Dry-off cows, using appropriate resources, to provide proper rest period to improve health and productivity of cow and calf.

9. Remove manure from quarters and pens, using appropriate resources, to make the area more sanitary and comfortable for the animals.

10. Clip udder hair, using appropriate resources, to assure that proper milk market standards are met by lessening chances of bacterial entry into teat openings.

11. Remove extra teats, using appropriate resources, to ensure proper milk production and to avoid improper secretion.

12. Groom body of animal, using appropriate resources, to improve health and condition of hair coat and improve general appearance.

13. Care for animals feet, using appropriate resources, to prevent excess growth, soreness, or infection.

14. Remove afterbirth, using appropriate resources, to ensure the health of the cow.

15. Assist with calving, using appropriate resources, to reduce cow stress and increase percentage of live births.

16. Prepare production performance records, using appropriate resources, to meet farm goals for production.

17. Plan goals for dairy farm, using appropriate resources, to assess current production levels, financial conditions, individual and family needs and evaluate growth potential.

C. FEEDING DAIRY

1. Prepare ration for dairy, using appropriate resources, to maximize herd production and health at least cost.

2. Prepare dairy feeding records, using appropriate resources, to establish efficiency of operation.

3. Select feeding methods, using appropriate resources, to maximize cost effectiveness and performance of animals.

4. Calculate cost of rations and feed mixtures, using appropriate resources, to maintain proper records on feed management.

5. Determine feeding and watering space requirements, using appropriate resources, to assure proper availability to all animals.

C. FEEDING DAIRY (continued)

6. Examine feedstuffs for mold and spoilage, using appropriate resources, to maintain quality feeds.

7. Test forage quality, using appropriate resources, to plan appropriate ration for the cattle.

8. Service grinding and mixing equipment, using appropriate resources, to maintain proper working condition.

9. Service bulk feed handling equipment, using appropriate resources, to maintain proper working condition.

10. Order feed, using appropriate resources, to assure continuous feed supply.

D. MAINTAINING DAIRY HEALTH

1. Disinfect buildings, using appropriate resources, to conform with milk market standards for sanitation.

2. Applied insecticides in buildings, using appropriate resources, to minimize infection by insects to dairy animals or products.

3. Control parasites (external/internal) and external infection, using appropriate resources, to insure proper health and productive and reproductive efficiency.

4. Take animal's temperature, using appropraite resources, to determine animal health and to aid in detection of sickness.

5. Administer medication, using appropriate resources, to adhere to specifications on container labels and assure proper health both for animal and human consumption.

6. Treat wounds, using appropriate resources, to promote healing without infection.

7. Treat calves for scours, using appropriate resources, to promote calf health and growth.

8. Vaccinate animals, using appropriate resources, to effectively administer needed medication for proper health.

9. Dip naval, using appropriate resources, to provide for proper calf health and assure that bacteria does not enter naval cavity.

10. Dehorn animals, using appropraite resources, to assure safety of handlers and other animals.

11. Treat bloated animals, using appropriate resources, to assist animals with abnormal rumenal size.

12. Implant magnets, using appropraite resources, to prevent or control hardware disease in reticulum.

D. MAINTAINING DAIRY HEALTH (continued)

13. Isolate newly purchased animals for observation, using appropriate resources, to assure that no diseases or infections are brought into the herd.

14. Separate sick, weak or injured animals, using appropriate resources, to eliminate competition for food and water and to provide individual attention.

15. Dispose of dead animals, using appropriate resources, to meet local environmental and health standards.

16. Keep animal health records, using appropriate resources, to assure proper decision-making in administering health treatment.

17. Clean freshening pens and calving facilities, using appropriate resources, to maintain proper sanitary conditions for herd health.

18. Dust or spray dairy cattle, using appropriate resources, to provide for pest free conditions for dairy cattle.

E. MAINTAINING DAIRY FACILITIES

1. Clean and adjust waters, using appropriate resources, to provide high quality water that is accessible.

2. Plan housing for free stall facilities and for milking facilities, using appropriate resources, to provide appropriate facilities that are labor-efficient and cost-effective.

3. Apply wastes to fields, using appropriate resources, to insure that wastes are transported and applied in an efficient, cost-effective and pollution-free manner.

4. Remove wastes, using appropriate resources, to insure that wastes are removed and handled according to local, state and federal standards for ground water and air pollution.

5. Construct feed trough, using appropriate resources, to provide a well-braced trough free from sharp corners that will reduce feed waste.

6. Construct back-scratcher for insecticide application, using appropriate resources, to insure minimum problems from insects.

7. Plan waste disposal system, using appropriate resources, to provide a system that is efficient, cost-effective and capable of handling all animal waste material.

F. MARKETING DAIRY

1. Plan marketing schedule, using appropriate resources, to produce maximum economic return to the farm enterprise.

F. MARKETING DAIRY (continued)

2. Calculate expected returns and profits on sales, using appropriate resources, to reflect total receipts, total expenditures and net returns without error.

3. Cull animals for sale, using appropriate resources, to remove from the herd animals that are below standard production.

4. Consign outstanding animals to sales, using appropriate resources, to maximize the return for each animal and to publicize the quality of the herd.

G. SHOWING DAIRY

1. Train dairy animals to lead and set-up, using appropriate resources, to assure that the animal is well-behaved and presented to her/his best advantage.

2. Select equipment for fitting and showing, using appropriate resources, to assure that dairy animal can be prepared and presented well.

3. Prepare exhibitor to show, using appropriate resources, to assure that both exhibitor and animal are presented appropriately to the judge.

4. Prepare facilities at show, using appropriate resources, to assure that animal will remain clean and healthy.

5. Select animals for show, using appropriate resources, to have the highest quality animal in both type and pedigree.

6. Transport animals, using appropriate resources, to assure safety and health of animals at destination.

7. Groom animal, using appropriate resources, to present animal to her/his best advantage.

H. MILKING DAIRY

1. Prep the cow for milking, using appropriate resources, to maximize production and to assure proper sanitary conditions.

2. Milk the cow properly with the milking machine, using appropriate resources, to assure cow is completely milked out.

3. Maintain milking system, using appropriate resources, to maintain specified sanitary conditions.

4. Clean the milking system, using appropriate resources, to maintain a bacterial count within limits of prevailing market/milk plant standard.

5. Clean milking parlor, using appropriate resources, to maintain proper sanitary conditions.

I. USING EMPLOYABILITY SKILLS

1. Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

2. Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

3. Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

4. Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

5. Investigate non-wage job characteristics, using available resources, to identify significant job factors.

6. Develop goals, using knowledge, to determine career objective(s).

7. Perform a job search, using information, to identify employment opportunities.

8. Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

9. Complete a social security form, using information, to apply for a social security number.

10. Contact an employer, using a telephone, to pursue potential employment opportunities.

11. Complete a job application, using personal notes, to apply for employment.

12. Prepare a resume, using personal information, to apply for a job.

13. Write a letter, using personal notes, to apply for a position.

14. Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

15. Interview for a job, using communication skills, to secure employment.

16. Contact a job interviewer, using a telephone, to accept/reject a job.

17. Complete forms, using information, to withhold city, state and federal taxes.

18. Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on the job.

19. Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

20. Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

21. Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Duty:	Breeding Dairy	**Duty No.** A **Task No.** 1
Task:	Plan breeding system.	

Achievement Indicators: The learner:

	Yes	No
1. Evaluated dairy enterprise goals -	____	____
2. Identified desired heritable characteristics -	____	____
3. Studied possible breeding systems -	____	____
4. Selected desired breeding systems -	____	____
5. Selected breed or breeds -	____	____
6. Planned procedures for implementing breeding system -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Animal breeding references
Dairy enterprise goals
Inventory of breeding stock

Resources:

Duty: Breeding Dairy	**Duty No.** A **Task No.** 2

Task: Select breeding stock for embryo transfer, using appropriate resources, to maximize progeny in production and pedigree.

Achievement Indicators: The learner:	Yes	No
1. Established standards for selection:		
a. Production -	____	____
b. Breed characteristics -	____	____
c. Classification/type score -	____	____
d. Health records -	____	____
e. Breeding records -	____	____
f. Potential marketability if bull calves -	____	____
2. Calculated cost-benefits:		
a. Breeding systems -	____	____
b. Predicted dollar value -	____	____
c. Predicted production -	____	____
d. Predicted genetic value -	____	____
e. Failure costs -	____	____
3. Consulted veterinarian for appraisal of physical condition of initial cows selected -	____	____
4. Made final selection -	____	____

Duty: Breeding Dairy	**Duty No.** A
	Task No. 3

Task: Select breeding stock, using appropriate resources, to meet or exceed the farm standards for production, pedigree, health and disposition.

Achievement Indicators: The learner:	Yes	No
1. Selected standards for appraisal:		
a. Production history -	____	____
b. Breeding history -	____	____
c. Soundness and type -	____	____
d. Health history -	____	____
e. Disposition -	____	____
f. Genetic background -	____	____
2. Selected breeder(s) or sale:		
a. Reputation -	____	____
b. Facilities -	____	____
c. History -	____	____
3. Selected animals -	____	____
4. Acquired selected animals -	____	____
5. Established replacement plan -	____	____

Duty: Breeding Dairy

Duty No. A

Task No. 4

Task: Arrange pregnancy check for bred cows and heifers, using appropriate resources, to confirm conception.

Achievement Indicators: The learner:

	Yes	No
1. Checked breeding date -	____	____
2. Scheduled palpation for cows at 42 to 45 days after breeding -	____	____
3. Recorded diagnosis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Barn chart
Breeding wheel
Pocket record

Resources:

Duty: Breeding Dairy

Duty No. A

Task No. 5

Task: Store semen, using appropriate resources, to maintain quality semen prior to insemination to improve breeding and cost efficiency.

Achievement Indicators: The learner:

	Yes	No
1. Placed nitrogen tank in safe area:		
a. Temperature and humidity -	____	____
b. Safe from collision abuse -	____	____
c. Safe from inadvertent tampering -	____	____
2. Maintained liquid nitrogen level in tank above canisters -	____	____
3. Replaced semen in canister and stored -	____	____
4. Recorded the addition or removal of all semen -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Canes
Canisters
Gloves
Measuring stick
Nitrogen tank
Semen
Semen record book

Resources:

Duty: Breeding Dairy	**Duty No.** A
	Task No. 6

Task: Record breeding data, using appropriate resources, to keep accurate and up-to-date daily herd information.

Achievement Indicators:

The learner:	Yes	No
1. Recorded data of heat cycle -	____	____
2. Recorded insemination data:		
a. Date, individual female and bull information and technician -	____	____
b. Calculated due date -	____	____
3. Recorded pregnancy check data -	____	____
4. Recorded freshening (calving) data -	____	____
5. Recorded sire data:		
a. Semen -	____	____
b. Bull (natural service) -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Barn chart
Breeding slip
Breeding wheel
Gestation table
Herd book
Pocket record
Record sheets
Semen record book
Veterinarian bills

Resources:

Duty: Breeding Dairy

Duty No. A

Task No. 7

Task: Breed cows and heifers, using appropriate resources, to inseminate and settle all cows and heifers in heat.

Achievement Indicators: The learner: Yes No

1. Checked record book for freshening (calving) date - ____ ____
2. Checked cow's physical condition - ____ ____
3. Inseminated cow or heifer:
   a. Artificially:
      (1) selected semen - ____ ____
      (2) restrained animal - ____ ____
      (3) thawed semen - ____ ____
      (4) put plastic sleeve on - ____ ____
      (5) cleaned vulva - ____ ____
      (6) inseminated cow or heifer - ____ ____
      (7) cleaned-up equipment - ____ ____
      (8) discarded waste materials - ____ ____
   b. Natural:
      (1) separated bull - ____ ____
      (2) had veterinarian check bull's semen and general health prior to each breeding season - ____ ____
      (3) turned bull in with cow or heifer - ____ ____
      (4) removed bull after 24 hours - ____ ____
4. Recorded breeding data - ____ ____

Duty: Breeding Dairy	**Duty No.**	A
	Task No.	8

Task: Detect heat, using appropriate resources, to determine the cows to breed.

Achievement Indicators: The learner:

	Yes	No
1. Observed for heat activity:		
a. Individual behavior -	____	____
b. Herd mates' behavior -	____	____
c. Mechanical heat indicator results -	____	____
2. Recorded breeding observations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding chalk
Breeding records
Chin-ball marker
Patch heat detector
Pocket record

Resources:

Duty: Breeding Dairy

Duty No. A

Task No. 9

Task: Cull animals, using appropriate resources, to upgrade herd production and type.

Achievement Indicators: The learner: Yes No

1. Selected standards for culling:
   a. Milk production - _____ _____
   b. Reproduction - _____ _____
   c. Pedigree - _____ _____
   d. Classification/type - _____ _____
   e. Poor disposition - _____ _____
   f. Sick or injured - _____ _____
2. Culled according to chosen criteria - _____ _____
3. Disposed of culled animals - _____ _____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding records
Classification/type scores
Health records
Pedigree records
Production records

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 1

Task: Apply for registration papers, using appropriate resources, to provide accurate records and assure highly marketable registered livestock.

Achievement Indicators:

The learner:	Yes	No
1. Took picture of each side of calf or sketched animal markings -	____	____
2. Provided information on dam and sire -	____	____
3. Wrote prefix and desired name of animal -	____	____
4. Recorded birth date -	____	____
5. Recorded herd identification number -	____	____
6. Recorded names of owner and breeder -	____	____

Criteria: Competence in the task will be recognized when the tasks are completed according to the requirements of the breed association.

Tools and Equipment:

Application for registry
Camera
Sketch pencil
Pedigree of dam
Pedigree of sire

Resources:

Duty:	Caring for Dairy	**Duty No.** B **Task No.** 2

Task: Clean newborn animals, using appropriate resources, to ensure that they are dry and all mucus and foreign matter is removed from the mouth and nasal passages.

Achievement Indicators:

The learner:	Yes	No
1. Put on plastic gloves -	____	____
2. Cleaned mucus and foreign materials from mouth and nasal passages -	____	____
3. Wiped calf dry with a towel or rag -	____	____
4. Placed newborn calf in holding area with cow -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Plastic gloves Clean towels Heat lamp Portable holding box	

Duty: Caring for Dairy

Duty No. B

Task No. 3

Task: Dispose of unused chemicals and drugs, using appropriate resources, to assure use of high quality chemicals and drugs.

Achievement Indicators: The learner: Yes No

1. Read label carefully - ____ ____
2. Reviewed local, state and federal hazardous waste regulations - ____ ____
3. Determined class of content from label - ____ ____
4. Determined disposal classification of container - ____ ____
5. Identified alternative disposal procedures based on:
   - a. Class of chemical - ____ ____
   - b. Class of container - ____ ____
6. Selected appropriate disposal procedure:
   - a. Buried - ____ ____
   - b. Incinerated - ____ ____
   - c. Returned to manufacturer for reuse - ____ ____
7. Disposed of unused chemicals - ____ ____

Criteria: Competence in the task will be recognized when the tasks are completed to meet the requirement of state and local health regulations and in accordance with the product label.

Tools and Equipment:

Incinerator
State and federal hazardous waste management regulations
Chemical labels

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 4

Task: Store medicines and chemicals, using appropriate resources, to maintain quality and to ensure safe use.

Achievement Indicators:

The learner:	Yes	No
1. Read all labels -	____	____
2. Located or provided the required storage container or area:		
a. Secured -	____	____
b. Cleaned -	____	____
c. Dried -	____	____
d. Refrigerated -	____	____
3. Posted a warning sign on the area or container -	____	____
4. Secured the storage area or container with a lock -	____	____
5. Maintained an accurate and up-to-date record of all medicines and chemicals:		
a. Date of purchase -	____	____
b. Use and date of uses -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Lock and key
Refrigerator
Storage cabinet
Storage record

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 5

Task: Identify animals, using appropriate resources, to maintain correct amount of individual animals.

Achievement Indicators: The learner: Yes No

1. Selected an identification system:
   - a. Ear tatoos - ____ ____
   - b. Metal ear tags - ____ ____
   - c. Plastic ear tags - ____ ____
   - d. Neck chains - ____ ____
   - e. Freeze branding - ____ ____
   - f. Color markings and physical characteristics - ____ ____
2. Applied initial identification tag as soon as born or acquired - ____ ____
3. Recorded tag numbers and other data - ____ ____
4. Recorded color markings for registration purposes - ____ ____
5. Reapplied personal identification when necessary - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding records; calf registration papers; camera; freeze brands; metal tagger; metal tags; neck chains and numbers; plastic tagger; plastic tags; tatoo set

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 6

Task: Verify production records, using appropriate resources, to assure correct indicators for management decisions.

Achievement Indicators:

The learner:	Yes	No
1. Audited all records quarterly -		
2. Compared total farm production against total farm costs and receipts -		
3. Compared milk production records with Dairy Herd Improvement Association records -		
4. Audited individual records randomly -		
5. Audited in greater detail if discrepancies were found -		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding records; Dairy Herd Improvement Association records; maintenance records; pedigree records; production records; record of monthly expenses; record of monthly receipts

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 7

Task: Make inventory lists of dairy equipment, using appropriate resources, to itemize and classify into categories of liquid and fixed assets.

Achievement Indicators: The learner:	Yes	No
1. Reviewed existing inventory records -	____	____
2. Identified items to be inventoried -	____	____
3. Divided items into either liquid or fixed assets -	____	____
4. Listed each item on inventory sheet by type of asset -	____	____
5. Counted items to be inventoried -	____	____
6. Recorded quantities and description of items -	____	____
7. Filed inventory -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Blank inventory forms

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 8

Task: Dry-off cows, using appropriate resources, to provide proper rest period to improve health and productivity of cow and calf.

Achievement Indicators:

The learner:	Yes	No
1. Checked breeding records -	____	____
2. Stopped milking (dry-off) cows no later than tenth month of lactation -	____	____
3. Checked each quarter with a mastitis test -	____	____
4. Milked all quarters dry -	____	____
5. Dry-treated the udder -	____	____
6. Segregated dry cows for separate feed rationing -	____	____
7. Observed dry-treated udders periodically -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding records
Health records
Infusion tubes
Mastitis test

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 9

Task: Remove manure from quarters and pens, using appropriate resources, to make the area more sanitary and comfortable for the animals.

Achievement Indicators:

The learner:	Yes	No
1. Removed animals from area -	____	____
2. Removed manure by sweeping to concrete spillway -	____	____
3. Using hose and water under pressure, washed material away -	____	____
4. Allowed material to drain into concrete spillway -	____	____
5. Allowed quarters to dry -	____	____
6. Returned animals to quarters -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Broom (stiff)
Water under pressure
Hose
Rubber boots
Gloves
Rubber coveralls
Shovel or scraper

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 10

Task: Clip udder hair, using appropriate resources, to assure that proper milk market standards are met by lessening chances of bacterial entry into teat openings.

Achievement Indicators:

The learner:	Yes	No
1. Oiled and adjusted clippers -	____	____
2. Scrubbed mammary system -	____	____
3. Allowed to dry -	____	____
4. Clipped all hair from udder -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Brush
Bucket
Hair clippers
Oil can
Screwdriver
Wash cloth

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 11

Task: Remove extra teats, using appropriate resources, to ensure proper milk production and to avoid improper secretion.

Achievement Indicators:

The learner:	Yes	No
1. Inspected heifer calves before six months of age for extra teats -	____	____
2. Restrained the animal -	____	____
3. Sanitized surgical equipment -	____	____
4. Crimped extra teat(s) at base with clamp forceps -	____	____
5. Cut off extra teat(s) with surgical scissors -	____	____
6. Applied topical medication -	____	____
7. Checked for proper healing -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Clamp forceps
Rope
Rope halter
Surgical scissors

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 12

Task: Groom body of animal, using appropriate resources, to improve health and condition of hair coat and improve general appearance.

Achievement Indicators:

The learner:	Yes	No
1. Washed entire animal:		
a. Mild soap -	____	____
b. Warm water -	____	____
2. Brushed entire body:		
a. Removed loose hair -	____	____
b. Removed dandruff, dust, lice, etc. -	____	____
3. Oiled and adjusted clippers -	____	____
4. Clipped hair:		
a. Head -	____	____
b. Neck -	____	____
c. Tail -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Brush
Bucket
Comb
Hair clipper
Oil can
Screwdriver
Wash cloth

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 13

Task: Care for animal's feet, using appropriate resources, to prevent excess growth, soreness, or infection.

Achievement Indicators: The learner:	Yes	No
1. Checked feet daily for:		
a. Overgrowth -	____	____
b. Infection:		
(1) odor -	____	____
(2) tenderness -	____	____
c. Injuries -	____	____
2. Treated infections and injuries:		
a. Medication -	____	____
b. Bandaging -	____	____
c. Foot bath -	____	____
d. Consulted veterinarian as necessary -	____	____
3. Contracted with a professional hoof trimmer as needed -	____	____
4. Maintained clean dry bedding -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Bandages
Hammer
Hoof chisel
Hoof knife
Hoof nippers
Hoof rasp

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 14

Task: Remove afterbirth, using appropriate resources, to ensure the health of the cow.

Achievement Indicators:

The learner:	Yes	No
1. Observed cow 24 to 36 hours after calving -	____	____
Note: Observed for signs of retained placenta:		
a. Listlessness -	____	____
b. Portion of placenta extending from vagina -	____	____
c. Fever -	____	____
d. Absence of available milk in teats -	____	____
2. Exerted gentle pull on portion of placenta extending from vagina -	____	____
Caution: If placenta did not move after one gentle pull stopped exerting pressure.		
3. Administered medication to induce uterin muscle contraction and release of milk -	____	____
Note: Medication must be administered every four hours.		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Medication
Rubber gloves
Thermometer
Needle and syringe
Veterinarian's
recommendations

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 15

Task: Assist with calving, using appropriate resources, to reduce cow stress and increase percentage of live births.

Achievement Indicators: The learner: Yes No

1. Checked and confirmed calving dates - ____ ____
2. Observed for signs of calving:
   a. Physiological changes - ____ ____
   b. Individual behavior - ____ ____
3. Provided a clean, dry pen - ____ ____
4. Observed calving process:
   a. Always with first-calf heifers - ____ ____
   b. As needed with mature cows - ____ ____
5. Determined position of calf - ____ ____
6. Assisted if calf presented in an incorrect position - ____ ____
7. Contacted veterinarian if complications occurred - ____ ____
8. Cleaned mucus off nostrils to make sure calf is breathing - ____ ____
9. Clipped naval cord and disinfected navel with iodine - ____ ____
10. Assisted calf to nurse - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding records
Bucket
Calf puller
Obstetric chains
Plastic sleeve

Resources:

Duty: Caring for Dairy	**Duty No.** B **Task No.** 16

Task: Prepare production performance records, using appropriate resources, to meet farm goals for production.

Achievement Indicators:

The learner:	Yes	No
1. Reviewed farm goals -	____	____
2. Identified records needed (pounds of feed consumed, individual production, total production) -	____	____
3. Revised and selected needed production data -	____	____
4. Selected method of obtaining data -	____	____
5. Recorded data for the beginning of the year -	____	____
6. Made data entries during the year as required by production schedule -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Record books
Production data
Farm goals
Calculator

Resources:

Duty: Caring for Dairy

Duty No. B

Task No. 17

Task: Plan goals for dairy farm, using appropriate resources, to assess current production levels, financial conditions, individual and family needs and evaluate growth potential.

Achievement Indicators: The learner: Yes No

1. Determined current levels of performance and production - ____ ____
2. Reviewed financial records - ____ ____
3. Evaluated growth potential based on current levels of performance and production - ____ ____
4. Identified areas that needed improvement and set priorities - ____ ____
5. Developed individual and family goals - ____ ____
6. Determined cash income needs - ____ ____
7. Calculated cash and/or accrual income sources - ____ ____
8. Developed goals compatible with farm and family resources - ____ ____
9. Recorded goals - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Financial records
Production records
Inventory

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 1

Task: Prepare ration for dairy, using appropriate resources, to maximize herd production and health at least cost.

Achievement Indicators: The learner: Yes No

1. Identified life stage of animals to be fed:
   a. Age of animal and weight - ____ ____
   b. Months into lactation or production stage - ____ ____
2. Identified possible feedstuffs - ____ ____
3. Selected feedstuffs to be used:

   Note: Selection should be based on the following factors:

   a. Life stage of animal - ____ ____
   b. Availability - ____ ____
   c. Cost - ____ ____
   d. Ease of feeding - ____ ____
   e. Nutritional value - ____ ____
4. Calculated amount of ingredients used (balanced the ration) - ____ ____
5. Mixed ingredients - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Feed ingredients
Feed publications
Scales
Mixing and grinding equipment

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 2

Task: Prepare dairy feeding records, using appropriate resources, to establish efficiency of operation.

Achievement Indicators: The learner: Yes No

1. Determined records to be kept:
    a. Total grain consumed - ____ ____
    b. Total commercial feed used - ____ ____
    c. Total pounds of milk produced - ____ ____
    d. Beginning and ending inventories - ____ ____
2. Recorded entries either for total enterprise or by stage of life cycle - ____ ____
3. Calculated amount and cost of feed fed per pound of milk produced - ____ ____

    Note: This can be done per animal or by enterprise.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Record forms
Feed inventory records
Dairy feeding data

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 3

Task: Select feeding methods, using appropriate resources, to maximize cost effectiveness and performance of animals.

Achievement Indicators:

The learner:	Yes	No
1. Identified group of animals to be fed -	____	____
2. Calculated number of animals to be fed -	____	____
3. Identified kind of ration to be fed -	____	____
4. Evaluated availability and cost of equipment -	____	____
5. Identified applicable feeding systems -	____	____
6. Evaluated applicable feeding systems -	____	____
7. Selected feeding system -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Feeding publications
Feeding equipment publications
Calculator
Financial records

Resources:

Duty: Feeding Dairy	**Duty No.** C **Task No.** 4

Task: Calculate cost of rations and feed mixtures, using appropriate resources, to maintain proper records on feed management.

Achievement Indicators:

The learner:	Yes	No
1. Listed feed ration ingredients or commercial feeds fed -	____	____
2. Calculated cost per pound of feed ingredients used or cost of a commercial complete mixed ration -	____	____
3. Multiplied pounds of each feed ingredient in ration by value of ingredient per CWT, or multiplied required pounds of commercial complete ration by cost per pound -	____	____
4. Summed the cost of all ingredients for total cost of ration -	____	____
5. Recorded and verified total cost of rations and feed mixtures -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Ration ingredient price list
Quantity and weight conversion table
List of feed ration ingredients

Resources:

Duty:	Feeding Dairy	**Duty No.**	C
		Task No.	5

Task: Determine feeding and watering space requirements, using appropriate resources, to assure proper availability to all animals.

Achievement Indicators: The learner:

	Yes	No
1. Calculated feeder space requirements for one animal -	____	____
2. Calculated watering space requirements for one animal -	____	____
3. Determined number of animals to be fed and watered -	____	____
4. Multiplied total number of animals by feeder space requirements for one animal -	____	____
5. Multiplied total number of animals by watering space requirements for one animal -	____	____
6 Recorded feeding and watering space requirements based on calculations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

References
Feeders
Waterers
Calculator

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 6

Task: Examine feedstuffs for mold and spoilage, using appropriate resources, to maintain quality feeds.

Achievement Indicators:

The learner:	Yes	No
1. Examined feedstuffs for off color, hot areas, or sprouted grains -	____	____
2. Inspected grain using a black light -	____	____
3. Measured the moisture content of feed or feed ingredients -	____	____
4. Removed molded, spoiled and contaminated feed and feed ingredients from storage areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Black light
Moisture meter
Feedstuffs
Grain probe

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 7

Task: Test forage quality, using appropriate resources, to plan appropriate ration for the cattle.

Achievement Indicators:

The learner:	Yes	No
1. Took random samples -		
2. Mixed sample for a given storage unit -		
3. Submitted sample to a laboratory for analysis of:		
a. Moisture -		
b. Crude protein -		
c. Digestible protein -		
d. Fiber -		
e. TDN -		
f. Net energy -		
g. Calcium -		
h. Phosphorus -		
i. Other minerals -		
4. Filed results -		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Crop records
Moisture tester
Forage analysis kit
Feed records

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 8

Task: Service grinding and mixing equipment, using appropriate resources, to maintain proper working condition.

Achievement Indicators: The learner:	Yes	No
1. Reviewed owner's service manual -	____	____
2. Observed grinding and mixing equipment in operation -	____	____
3. Removed all dirt and feed particles -	____	____
4. Inspected all moving and nonmoving parts -	____	____
5. Identified worn or broken parts that needed replacing -	____	____
6. Obtained replacement parts -	____	____
7. Made repairs and adjustments -	____	____
8. Lubricated moving parts -	____	____
9. Insured grinding and mixing equipment was operating -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Adjustable wrenches
Service manual
Lubricant
Repair parts
Grease gun
Broom or brush
Shovel

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 9

Task: Service bulk feed handling equipment, using appropriate resources, to maintain proper working condition.

Achievement Indicators:

The learner:	Yes	No
1. Reviewed owner's service manual -	____	____
2. Observed bulk feed handling equipment in operation -	____	____
3. Removed all dirt and feed particles -	____	____
4. Inspected all moving and nonmoving parts -	____	____
5. Identified worn or broken parts that needed replacing -	____	____
6. Obtained replacement parts -	____	____
7. Made repairs and adjustments -	____	____
8. Lubricated moving parts -	____	____
9. Insured equipment was operating -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Service manual
Adjustable wrenches
Lubricant
Repair parts
Grease gun
Broom or brush
Shovel

Resources:

Duty: Feeding Dairy

Duty No. C

Task No. 10

Task: Order feed, using appropriate resources, to assure continuous feed supply.

Achievement Indicators: The learner:

	Yes	No
Contract Grower		
1. Monitored feed supply at farm -	____	____
2. Placed order for feed one or two working days prior to scheduled pickup, specifying type, quantity and date needed -	____	____
Independent Grower		
1. Negotiated a feed supply contract with feed manufacturer or supplier -	____	____
2. Monitored feed inventory level -	____	____
3. Placed order for feed one or two working days prior to scheduled pickup -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Low feed inventory
Phone
Feed manufacturer/supplier

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 1

Task: Disinfect buildings, using appropriate resources, to conform with milk market standards for sanitation.

Achievement Indicators:

The learner:	Yes	No
1. Determined disinfectant:		
a. Intended use of building -	____	____
b. Pathogens present (health problems) -	____	____
c. Milk market regulations -	____	____
2. Determined method of application:		
a. Sprayer -	____	____
b. Fogger -	____	____
c. Steam -	____	____
3. Cleaned building thoroughly -	____	____
4. Applied disinfectant according to instructions -	____	____
5. Applied whitewash if necessary -	____	____

Criteria: Competence in the task will be recognized when the tasks are completed to meet the requirements of the state health department.

Tools and Equipment:

Fogger
Power washer
Sprayer
Steam generator
Whitewash brush

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 2

Task: Applied insecticides in buildings, using appropriate resources, to minimize infection by insects to dairy animals or products

Achievement Indicators:

The learner:	Yes	No
1. Removed animals from buildings -	____	____
Note: May not be required with some chemicals.		
2. Identified type of insecticide needed -	____	____
3. Calculated quantity of insecticide required -	____	____
4. Obtained insecticide -	____	____
Caution: Read carefully insecticide label before applying.		
5. Placed insecticide in applicator -	____	____
6. Applied insecticide to buildings -	____	____
Note: Read manufacturer's recommendations regarding length of time buildings should be left idle.		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Measuring containers
Insecticide applicator
Insecticide
Protective clothing

Resources:

Duty: Maintaining Dairy Health	**Duty No.** D
	Task No. 3

Task: Control parasites (external/internal) and external infection, using appropriate resources, to insure proper health and productive and reproductive efficiency.

Achievement Indicators: The learner:	Yes	No
1. Collected external parasite sample for identification -	____	____
2. Identified external parasites:		
a. Lice -	____	____
b. Mites -	____	____
c. Flies -	____	____
3. Treated external parasites with approved chemicals:		
a. Spray -	____	____
b. Dip -	____	____
c. Fog -	____	____
d. Dust -	____	____
4. Collected fecal samples for identification of internal parasites -	____	____
5. Identified internal parasites -	____	____
6. Administered medicines for internal parasite control:		
a. Timed with parasites life cycle -	____	____
b. Treated with injection -	____	____
c. Treated with oral medicine -	____	____
7. Identified external fungi and viral infections -	____	____
8. Treated external fungus and virus infections:		
a. Vaccination -	____	____
b. Topical medication -	____	____
c. Surgical removal by a veterinarian -	____	____

The learner:	Yes	No
d. Isolated infected animal -	____	____
9. Developed an annual plan for parasitic control -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Balling (bolus) gun; dipping vat; duster; fogger; hypodermic syringe; liquid drench syringe; oral paste gun; sprayer

Resources:

Duty:	Maintaining Dairy Health	**Duty No.** D **Task No.** 4

Task: Take animal's temperature, using appropriate resources, to determine animal health and to aid in detection of sickness.

Achievement Indicators: The learner:	Yes	No
1. Restrained animal -	____	____
2. Shook down thermometer -	____	____
3. Lubricated thermometer -	____	____
4. Inserted thermometer into animal's anus -	____	____
5. Removed after 2-3 minutes -	____	____
6. Wiped clean -	____	____
7. Recorded temperature -	____	____
8. Disinfected thermometer -	____	____
9. Stored thermometer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Animal rectal thermometer with spring clip attached Paper towel	

Duty: Maintaining Dairy Health

Duty No. D

Task No. 5

Task: Administer medication, using appropriate resources, to adhere to specifications on container labels and assure proper health both for animal and human consumption.

Achievement Indicators: The learner: Yes No

1. Read all instructions on medicine labels - ____ ____
2. Gathered equipment/tools - ____ ____
3. Sterilized equipment/tools - ____ ____
4. Cleaned the injection or medication site - ____ ____
5. Medicated animals: -
    a. Hypodermic injections - ____ ____
    b. Oral - ____ ____
    c. Topial - ____ ____
6. Checked animal for adverse reactions to medications - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Balling (Bolus) gun
Gravity flow intravenous unit
Frick speculum tube
Hypodermic syringe
Nasal syringe
Oral liquid drench syringe
Oral paste gun
Stomach tube

Resources:

Duty:	Maintaining Dairy Health	**Duty No.**	D
		Task No.	6

Task: Treat wounds, using appropriate resources, to promote healing without infection.

Achievement Indicators: The learner:	Yes	No
1. Cleaned the wound -	____	____
2. Controlled bleeding -	____	____
3. Sutured if required -	____	____
4. Applied topical medication -	____	____
5. Applied dressing if required -	____	____
6. Administered oral or injectable medicines -	____	____
7. Observed for shock -	____	____
8. Kept wound area and dressing clean -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Adhesive or elastic tape Bandage Bucket Cotton Gauze Suture needle	

Duty: Maintaining Dairy Health

Duty No. D

Task No. 7

Task: Treat calves for scours, using appropriate resources, to promote calf health and growth.

Achievement Indicators:

The learner:	Yes	No
1. Observed calves to determine which ones needed treatment -	____	____
2. Segregated animals affected -	____	____
3. Obtained fecal sample -	____	____
4. Sent sample to veterinarian for analysis -	____	____
5. Identified causitive organism -	____	____
6. Selected medication in accordance with veterinarian's recommendations -	____	____
7. Administered medication orally or by injection in accordance with veterinarian's recommendations -	____	____
8. Observed calves two to three times daily to evaluate effectiveness of treatment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Facility to segregate animals affected
Specimen container
Medication
Medication dispenser (oral or injection)
Holding equipment

Resources:

Duty:	Maintaining Dairy Health	**Duty No.**	D
		Task No.	8

Task: Vaccinate animals, using appropriate resources, to effectively administer needed medication for proper health.

Achievement Indicators: The learner:

		Yes	No
1.	Separated animal from herd -	____	____
2.	Restrained animal in head chute -	____	____
3.	Read vaccine label carefully -	____	____
4.	Prepared vaccine and loaded syringe in accordance with veterinary recommendations -	____	____
5.	Selected injection site -	____	____
6.	Cleaned injection site -	____	____
7.	Inserted needle two-thirds the length of the needle -	____	____
8.	Injected vaccine -	____	____
9.	Withdrew needle -	____	____
10.	Massaged injection area to avoid backtracking of the vaccine -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Head chute
Syringe
Needle
Alcohol
Vaccine

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 9

Task: Dip naval, using appropriate resources, to provide for proper calf health and assure that bacteria does not enter naval cavity.

Achievement Indicators:

The learner:	Yes	No
1. Obtained tincture of iodine -	____	____
2. Separated cow from calf -	____	____
3. Treated naval cord by dipping with tincture of iodine -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Tincture of iodine

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 10

Task: Dehorn animals, using appropriate resources, to assure safety of handlers and other animals.

Achievement Indicators:

The learner:	Yes	No
1. Selected method of dehorning based on horn size and season:		
a. Caustic paste -	____	____
b. Electric dehorner -	____	____
c. Scoop and gouge dehorner -	____	____
d. Guillotine dehorner -	____	____
2. Removed horn -	____	____
3. Controlled bleeding:		
a. Blood clotting substance -	____	____
b. Pressure points -	____	____
4. Medicated wound -	____	____
5. Checked animals periodically for proper healing -	____	____
6. Consulted veterinarian if necessary -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Electric dehorner
Forceps
Guillotine dehorner
Gouge dehorner
Restraining chute
Rubber gloves
Scoop dehorner
Tube dehorner

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 11

Task: Treat bloated animals, using appropriate resources, to assist animals with abnormal rumenal size.

Achievement Indicators: The learner: Yes No

1. Determined the critical status of the bloated animal:
   - a. Size of midsection extension - ____ ____
   - b. Exhibited discomfort - ____ ____
2. Administered aid:
   - a. Standing and moving animal:
     - (1) positioned speculum - ____ ____
     - (2) passed stomach tube - ____ ____
     - (3) poured in anti-foam agent - ____ ____
     - (4) allowed release of gas - ____ ____
   - b. Prostrate and unable to rise:
     - (1) inserted trocar - ____ ____
     - (2) adjusted cannula for release of gas - ____ ____
3. Regulated access to legumes and/or bloat preventing agent - ____ ____
4. Recorded on individual health sheet - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Frick speculum tube
Oral drench syringe
Stomach tube
Trocar with cannula

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 12

Task: Implant magnets, using appropriate resources, to prevent or control hardware disease in reticulum.

Achievement Indicators: The learner:

	Yes	No
1. Determined specific animal need for magnets -	____	____
2. Restrained animal -	____	____
3. Placed in esophagus -	____	____
4. Checked for swallowing -	____	____
5. Recorded on individual health sheet -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Balling (bolus) gun
Magnets

Resources:

Duty: Maintaining Dairy Health	**Duty No.** D
	Task No. 13

Task: Isolate newly purchased animals for observation, using appropriate resources, to assure that no diseases or infections are brought into the herd.

Achievement Indicators: The learner:

	Yes	No
1. Cleaned and disinfected isolation quarters -		
2. Placed newly purchased animal in isolation quarters -		
3. Provided water and feed -		
4. Tested animal for disease -		
5. Introduced other animals with animal purchased -		
6. Observed for change in health condition -		
7. Retested for disease if problems occurred -		
8. Moved newly purchased animal to herd -		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Pen or pasture
Water supply
Feed supply
Shelter

Resources:

Duty: Maintaining Dairy Health	**Duty No.** D
	Task No. 14

Task: Separate sick, weak or injured animals, using appropriate resources, to eliminate competition for food and water and to provide individualized attention.

Achievement Indicators: The learner: Yes No

1. Identified sick, weak or injured animals - _____ _____

2. Determined extent of sick, weak or injured condition - _____ _____

3. Moved animals away from other animals - _____ _____

   Note: The physical condition of the animal may have required the use of a tractor and carriage.

4. Provided quarters for animals taking into consideration:

   a. Temperature of quarters - _____ _____

   b. Water supply - _____ _____

   c. Feed supply - _____ _____

   d. Bedding - _____ _____

   e. Ventilation - _____ _____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Tractor Tractor carriage Rope	

Duty: Maintaining Dairy Health	**Duty No.** D **Task No.** 15

Task: Dispose of dead animals, using appropriate resources, to meet local environmental and health standards.

Achievement Indicators:

The learner:	Yes	No
1. Isolated carcass from healthy animals -	____	____
2. Examined for cause of death -	____	____
3. Prepared internal organs for shipment to a diagnostic lab -	____	____
4. Eliminated carcass -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Butcher knife
Local environmental laws
Plastic freezer bags
Tags

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 16

Task: Keep animal health records, using appropriate resources, to assure proper decision-making in administering health treatment.

Achievement Indicators: The learner:	Yes	No
1. Initiated animal's health record at birth or acquisition -		
2. Recorded animal's identity -		
3. Recorded management treatments:		
a. Dehorning -		
b. Extra teat removal -		
c. Hoof trimming -		
d. Identifying marks or tags -		
e. Vaccinations -		
f. Parasite treatments -		
g. Calving and reproduction problems -		
h. Mastitis treatments -		
i. Magnet implanting -		
4. Recorded disease or injury treatments:		
a. Diagnosis -		
b. Medicine administered -		
c. Prognosis -		
d. Veterinarian consulted -		
5. Recorded death or sale information -		

Duty: Maintaining Dairy Health

Duty No. D

Task No. 17

Task: Clean freshening pens and calving facilities, using appropriate resources, to maintain proper sanitary conditions for herd health.

Achievement Indicators:

The learner:	Yes	No
1. Swept, dusted, and removed cob webs -	____	____
2. Removed foreign materials (soil, manure, straw, etc.) -	____	____
3. Washed and scrubbed all surfaces -	____	____
4. Allowed building to dry -	____	____
5. Disinfected with disinfectant -	____	____
6. Wore protective clothing -	____	____
7. Followed manufacturer's recommendation -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Scraper; broom; shovel; wheelbarrow; water; bucket; rubber gloves; rubber boots; goggles; disinfectant; hose; pressure washer

Resources:

Duty: Maintaining Dairy Health

Duty No. D

Task No. 18

Task: Dust or spray dairy cattle, using appropriate resources, to provide for pest free conditions for dairy cattle.

Achievement Indicators:

The learner:	Yes	No
1. Examined cows to determine which animals needed treating -	____	____
2. Isolated infested animals -	____	____
3. Selected pesticide -	____	____
4. Inspected, cleaned, and calibrated spray applicator -	____	____
5. Mixed pesticide with recommended carrier agent in accordance with manufacturer's specifications -	____	____
6. Filled spray applicator -	____	____
7. Sprayed or dusted cow -	____	____
8. Disposed of excess pesticide solution in safe place -	____	____
9. Cleaned and stored spray applicator and dusting equipment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction

Tools and Equipment:

Protective clothing
Goggles
Spray applicator
Pesticide
Isolation facilities

Resources:

Duty: Maintaining Dairy Facilities

Duty No. E

Task No. 1

Task: Clean and adjust waterers, using appropriate resources, to provide high quality water that is accessible.

Achievement Indicators:

The learner:	Yes	No
1. Observed water level -	____	____
2. Removed top cover and set float -	____	____
3. Removed drain plug -	____	____
4. Brushed inside clean as water and foreign particles drained out -	____	____
5. Replaced drain plug -	____	____
6. Refilled with water -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Hand tools
Long handle brush
Owner's service manual

Resources:

Duty: Maintaining Dairy Facilities

Duty No. E

Task No. 2

Task: Plan housing for free stall facilities and for milking facilities, using appropriate resources, to provide appropriate facilities that are labor-efficient and cost-effective.

Achievement Indicators:

The learner:	Yes	No
1. Determined the number of dairy cows to be housed -	____	____
2. Determined housing size -	____	____
3. Determined ventilation rate -	____	____
4. Determined feeding and water facilities -	____	____
5. Determined waste disposal system -	____	____
6. Determined feed storage needs and facilities -	____	____
7. Determined milk handling and storage facilities -	____	____
8. Developed floor plan -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Drawing board
References:
  Housing needs
  Waste requirements
  Feed/water requirements
  Ventilation

Resources:

Duty:	Maintaining Dairy Facilities	**Duty No.**	E
		Task No.	3

Task: Apply wastes to fields, using appropriate resources, to insure that wastes are transported and applied in an efficient, cost-effective and pollution-free manner.

Achievement Indicators:

The learner:	Yes	No
1. Applied liquid manure:		
a. Tank spreader -	____	____
b. Irrigation system -	____	____
2. Applied semi-solid manure:		
a. Tank spreader -	____	____
b. Irrigation system -	____	____
c. Semi-solid manure spreader -	____	____
3. Applied solid manure -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Agitation device; conventional box-type spreader; front-end loader; irrigation and pumping equipment; liquid manure injectors; liquid manure pumps; liquid manure spreader; semi-solid manure spreaders; tractor	

Duty:	Maintaining Dairy Facilities	**Duty No.** E **Task No.** 4

Task: Remove wastes, using appropriate resources, to insure that wastes are removed and handled according to local, state and federal standards for ground water and air pollution.

Achievement Indicators:

The learner:	Yes	No
1. Transferred waste to field delivery system:		
a. By hand with a pitchfork and/or shovel -	____	____
b. Mechanical barn cleaner -	____	____
2. Transferred waste to storage with periodic removal to fields:		
a. Lagoon -	____	____
b. Slurry tank -	____	____
3. Replaced all safety gates, lids, covers, etc. -	____	____

Criteria: Competence in the task will be recognized when the tasks are completed to meet the requirements of state and local health departments.

Tools and Equipment:	**Resources:**
Alley scrapers; gutter cleaners; manure stacker, pitch fork; shovel; skid loader; tractor with rear mounted blade; transfer pump	

Duty: Maintaining Dairy Facilities

Duty No. E

Task No. 5

Task: Construct feed trough, using appropriate resources, to provide a well-braced trough free from sharp corners that will reduce feed waste.

Achievement Indicators: The learner:

	Yes	No
1. Determined feeding requirements -	____	____
2. Reviewed plans -	____	____
3. Selected materials -	____	____
4. Constructed trough -	____	____
5. Installed trough -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Plans for feed trough
Lumber
Saws
Hammer
Nails

Resources:

Duty:	Maintaining Dairy Facilities	**Duty No.**	E
		Task No.	6

Task: Construct back-scratcher for insecticide application, using appropriate resources, to insure minimum problems from insects.

Achievement Indicators: The learner:	Yes	No
1. Positioned post at end of feed pen -	____	____
2. Attached beam (2 x 4 or 2 x 6) to post so that it is:		
a. Horizontal -	____	____
b. Parallel to feeding pen -	____	____
c. At height of cattle -	____	____
3. Wrapped with burlap sacks or cloth -	____	____
4. Saturated sacks or cloth with insecticide -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Wood post
Wood beam (2 x 4 or 2 x 6)
Saw
Hammer
Nails
Burlap bags or cloth
Insecticide
Set of plans

Resources:

Duty: Maintaining Dairy Facilities

Duty No. E

Task No. 7

Task: Plan waste disposal system, using appropriate resources, to provide a system that is efficient, cost-effective and capable of handling all animal waste material.

Achievement Indicators:

The learner:	Yes	No
1. Consulted local, state and federal environmental regulations -	____	____
2. Consulted with local Agricultural Stabilization Conservation Service and/or Soil Conservation Service -	____	____
3. Considered geographic location -	____	____
4. Determined size of system needed -	____	____
5. Determined the location of physical unit -	____	____
6. Determined how the facility should be equipped -	____	____
7. Determined future expansion plans -	____	____
8. Submitted plan for approval to proper local and state agencies -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

- Calculator
- Facility blueprints
- Local, state and federal ordinances
- Soil Conservation Plan

Resources:

Duty:	Marketing Dairy	**Duty No.** F **Task No.** 1

Task: Plan marketing schedule, using appropriate resources, to produce maximum economic return to the farm enterprise.

Achievement Indicators:

The learner:	Yes	No
1. Determined market goals and objectives -	____	____
2. Calculated production costs -	____	____
3. Calculated break-even information -	____	____
4. Assessed various marketing alternatives -	____	____
5. Selected marketing method consistent with economic information and goals -	____	____
6. Produced for market requirements -	____	____
7. Merchandised dairy animals/products -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Current market quotations and market history Livestock costs and budgets Marketing information	

Duty: Marketing Dairy

Duty No. F

Task No. 2

Task: Calculate expected returns and profits on sales, using appropriate resources, to reflect total receipts, total expenditures and net returns without error.

Achievement Indicators: The learner:

	Yes	No
1. Itemized and summed cash production expenditures including cost of purchased animals and value of home grown grains -	____	____
2. Itemized and summed noncash production expenditures including depreciation and unpaid labor -	____	____
3. Itemized and summed sources of cash income -	____	____
4. Adjusted cash income and cash production expenses to account for changes in inventory values of animals and production inputs -	____	____
5. Subtracted adjusted cash production inputs from adjusted cash income to obtain net cash returns -	____	____
6. Subtracted noncash production expenses from net cash returns to obtain net returns -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Financial records
Production records
Marketing records

Resources:

Duty:	Marketing Dairy	**Duty No.** F **Task No.** 3

Task: Cull animals for sale, using appropriate resources, to remove from the herd animals that are below standard production.

Achievement Indicators: The learner:	Yes	No
1. Sorted and corralled animals -	____	____
2. Assured that the cattle were vaccinated -	____	____
3. Arranged transportation -	____	____
4. Preconditioned cattle for stress and shipment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Pens/pastures Marketing schedule	

Duty: Marketing Dairy

Duty No. F

Task No. 4

Task: Consign outstanding animals to sales, using appropriate resources, to maximize the return for each animal and to publicize the quality of the herd.

Achievement Indicators: The learner:

	Yes	No
1. Contacted sale coordinator to show interest -	____	____
2. Consigned an animal that properly represented the quality of herd -	____	____
3. Publicized animal in breed magazine or consignment catalog -	____	____
4. Represented the animal honestly and with integrity -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Consignment papers
Animal records

Resources:

Duty:	Showing Dairy	**Duty No.**	G
		Task No.	1

Task: Train dairy animals to lead and set-up, using appropriate resources, to assure that the animal is well-behaved and presented to her/his best advantage.

Achievement Indicators:

The learner:	Yes	No
1. Allowed animal to get used to being tied -	____	____
2. Lead animal at slow pace -	____	____
3. Trained animal to move by pulling on lead strap near the animal's nose -	____	____
4. Trained animal to move back by nudging at the point of shoulder -	____	____
5. Trained heifers to set up with front legs parallel and one back leg, that faced the judge, placed further back than the other leg -	____	____
6. Trained cows to set up with front legs parallel and back leg, that faced the judge, placed further forward than the other leg -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Show halter with chain chin strap

Resources:

Duty: Showing Dairy

Duty No. G

Task No. 2

Task: Select equipment for fitting and showing, using appropriate resources, to assure that dairy animal can be prepared and presented well.

Achievement Indicators: The learner:

	Yes	No
1. Selected tools to meet the needs of the show animal while at the show -	____	____
2. Purchased quality show halter -	____	____
3. Shopped with economy in mind when buying other equipment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Feed pan; water and washrack pails; brushes; fly spray; hair spray; tail comb; halter; mild detergent; wire brush

Resources:

Duty: Showing Dairy

Duty No. G

Task No. 3

Task: Prepare exhibitor to show, using appropriate resources, to assure that both exhibitor and animal are presented appropriately to the judge.

Achievement Indicators: The learner:	Yes	No
1. Dressed in clean, white attire -	____	____
2. Kept eyes on judge and animal -	____	____
3. Responded quickly to judge's instructions -	____	____
4. Walked backwards with left hand on the halter close to animal's face and right hand holding excess leadstrap neatly -	____	____
5. Set animal up and presented her so to cover the animal's faults -	____	____
6. Answered the judge's questions promptly and honestly -	____	____
7. Remained alert and kept showing the animal until signaled to exit the ring -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

White clothes for exhibitor

Resources:

Duty: Showing Dairy

Duty No. G

Task No. 4

Task: Prepare facilities at show, using appropriate resources, to assure that animal will remain clean and healthy.

Achievement Indicators:

The learner:	Yes	No
1. Inspected area for any nails or other materials that could cut, puncture, or be swallowed by the animal -	____	____
2. Put down layer of sawdust to aid in soaking up wetness (on cement floors) -	____	____
3. Shook up straw to about one foot in height -	____	____
4. Removed manure immediately from stall -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Straw
Sawdust (on cement floors)
Fork
Hammer
Wheelbarrow

Resources:

Duty: Showing Dairy

Duty No. G

Task No. 5

Task: Select animals for show, using appropriate resources, to have the highest quality animal in both type and pedigree.

Achievement Indicators: The learner: Yes No

1. Examined animal for general health - ____ ____
2. Compared animal for growth in comparison with herdmates - ____ ____
3. Evaluated structural correctness - ____ ____
4. Reviewed performance pedigree to assure probability of high type and production - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Pedigree
Judging manual
PDCA unified score card

Resources:

Duty: Showing Dairy

Duty No. G

Task No. 6

Task: Transport animals, using appropriate resources, to assure safety and health of animals at destination.

Achievement Indicators:

The learner:	Yes	No
1. Prepared for hauling:		
a. Used safe and comfortable vehicles for transport -	____	____
b. Carried insurance on animals being hauled -	____	____
c. Avoided watering and feeding animals just prior (four to six hours) to hauling -	____	____
2. Loaded animals:		
a. Avoided excitement and stress -	____	____
b. Avoided abuse of stubborn animals -	____	____
c. Provided skid-free loading ramps, floors or docks -	____	____
3. Drove slowly while transporting:		
a. Avoided sharp turns -	____	____
b. Avoided fast starts -	____	____
c. Avoided bumpy roads -	____	____
d. Avoided long delays -	____	____
4. Stopped and exercised animals every 18 hours on long hauls -	____	____
5. Unloaded animals:		
a. At animal's pace -	____	____
b. Allowed time for the animal to acclimate -	____	____

Duty: Showing Animals

Duty No. G

Task No. 7

Task: Groom animal, using appropriate resources, to present animal to her/his best advantage.

Achievement Indicators: The learner: Yes No

1. Trimmed hooves three months prior to show for best results - ____ ____
2. Washed animal at least four or five times prior to show and again on show morning - ____ ____
3. Set up washing equipment and materials - ____ ____
4. Secured animal - ____ ____
5. Soaked the animal with warm water - ____ ____
6. Soaped the animal with mild detergent - ____ ____
7. Thoroughly washed all parts of the animal - ____ ____
8. Used wire brush to clean hooves - ____ ____
9. Rinsed animal - ____ ____
10. Placed the animal in a clean, well-bedded pen until the hair dries - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Water
Mild detergent
Buckets
Hoof trimmers
Well-bedded pen
Brushes
Wire brush

Resources:

Duty: Milking Dairy

Duty No. H

Task No. 1

Task: Prep the cow for milking, using appropriate resources, to maximize production and to assure proper sanitary conditions.

Achievement Indicators:

The learner:	Yes	No
1. Examined the udder for:		
a. Chapping -		
b. Leaking -		
c. Heat -		
d. Hardness -		
e. Bruises or abrasions -		
2. Washed udder and teats -		
3. Dried udder and teats -		
4. Performed strip cup test -		
5. Conducted a mastitis test, if required -		
6. Submitted sample of milk to a laboratory, if necessary -		
7. Observed teats for physical indications of milk let-down -		
8. Began milking within 30 to 60 seconds of prepping -		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Bucket
California Mastitis Test Kit
Paper towel
Strip cup

Resources:

Duty: Milking Dairy

Duty No. H

Task No. 2

Task: Milk the cow properly with the milking machine, using appropriate resources, to assure cow is completely milked out.

Achievement Indicators: The learner: Yes No

1. Shut-off vacuum while moving machine - ____ ____
2. Kept teat cup out of bedding - ____ ____
3. Attached vacuum hose - ____ ____
4. Turned on vacuum - ____ ____
5. Placed teat cups on teats - ____ ____
6. Adjusted machine for proper position - ____ ____
7. Observed machine for presence of milk flow - ____ ____
8. Removed the milker when milk ceases to flow - ____ ____
9. Turned off vacuum - ____ ____
10. Applied medical treatment to the teat(s) - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Milker

Resources:

Duty: Milking Dairy

Duty No. H

Task No. 3

Task: Maintain milking system, using appropriate resources, to maintain specified sanitary conditions.

Achievement Indicators:

The learner:	Yes	No
1. Checked vacuum system for correct pressure (12-15 p.s.i.) -	____	____
2. Cleaned and replaced necessary parts -	____	____
3. Inspected for milking process build up -	____	____
4. Checked pulsators and cleaned if necessary -	____	____
5. Replaced inflations when cracked, hard, or deteriorated -	____	____
6. Checked milk and vacuum hose for leaks -	____	____

Criteria: Competence in the task will be recognized when the tasks are completed to meet the requirement of the state and local health regulations.

Tools and Equipment:

Brush; bucket; filters; gaskets; milker; milker hoses; oil; pipe line; vacuum gauge

Resources:

Duty: Milking Dairy	**Duty No.** H
	Task No. 4

Task: Clean the milking system, using appropriate resources, to maintain a bacterial count within limits of prevailing market/milk plant standard.

Achievement Indicators:

The learner:	Yes	No
1. Prepared washing solution -	____	____
2. Washed exterior surfaces of milking equipment -	____	____
3. Cleaned manual systems:		
a. Drew hot water into washing receptacle -	____	____
b. Measured detergent and water conditioner according to container label -	____	____
c. Scrubbed equipment -	____	____
d. Rinsed equipment in hot water -	____	____
e. Air dried equipment -	____	____
4. Cleaned automated systems:		
a. Checked detergent and conditioner dispenser for contents and operation -	____	____
b. Maintained water temperature according to machine specifications -	____	____
c. Turned on washer and allowed to complete cycle -	____	____
d. Activated sanitizing cycle prior to next milking -	____	____

Duty: Milking Dairy

Duty No. H

Task No. 5

Task: Clean milking parlor, using appropriate resources, to maintain proper sanitary conditions.

Achievement Indicators: The learner: Yes No

1. Disposed of paper towels after each milking - ____ ____
2. Hosed down parlor after each milking - ____ ____
3. Set up appropriate interval of washing walls and parlor stanchions for proper sanitary conditions - ____ ____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Hose
Brushes
Sanitizers
Detergents

Resources:

Duty: Using Employability Skills

Duty No. 1

Task No. 1

Task: Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

Achievement Indicators:

The learner:	Yes	No
1. Listed work-related accomplishments -	____	____
2. Listed non-work related accomplishments -	____	____
3. Identified skills and competency attainment -	____	____
4. Identified transferable (portable) skills -	____	____
5. Determined strengths and weaknesses -	____	____
6. Described job liabilities and the effect liabilities have on employment opportunities -	____	____
7. Developed a plan to overcome job liabilities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "First Steps" in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University, 1984, pp. 7-14.

Duty: Using Employability Skills

Duty No. 1

Task No. 2

Task: Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

Achievement Indicators:

The learner:	Yes	No
1. Listed personal job values -	____	____
2. Rated each job value -	____	____
3. Listed enjoyable activities/interests -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:
Ibid, pp. 16-20

Duty: Using Employability Skills

Duty No. 1

Task No. 3

Task: Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

Achievement Indicators: The learner:

	Yes	No
1. Identified stages of grief that result in stress -	____	____
2. Identified factors that reduced levels of stress -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Ibid, pp. 21-23

Duty: Using Employability Skills

Duty No. 1

Task No. 4

Task: Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

Achievement Indicators: The learner:

	Yes	No
1. Described:		
a. Main job duties -	____	____
b. Places of employment -	____	____
c. Physical demands -	____	____
d. Working (environmental) conditions -	____	____
e. Educational requirements -	____	____
f. Local, regional and national employment outlook -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).

Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34.

Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills

Duty No. 1

Task No. 5

Task: Investigate non-wage job characteristics, using available resources, to identify significant job factors.

Achievement Indicators:

The learner:	Yes	No
1. Listed and described:		
a. Union affiliation -	____	____
b. Apprenticeship opportunities -	____	____
c. Occupational hazards -	____	____
d. Shift requirements -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).
Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34.
Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** 1 **Task No.** 6

Task: Develop goals, using knowledge, to determine career objective(s).

Achievement Indicators: The learner:

	Yes	No
1. Listed short-term goals-	____	____
2. Listed long-term goals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 30-31

Duty: Using Employability Skills

Duty No. 1

Task No. 7

Task: Perform a job search, using information, to identify employment opportunities.

Achievement Indicators:

The learner:	Yes	No
1. Determined geographic boundaries for job search -	____	____
2. Listed types of potential places of employment -	____	____
3. Developed a list of prime sources of information concerning opportunities for employment, advertised and unadvertised -	____	____
4. Gathered information about advertised and unadvertised job openings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, and Ronald Kent, "Planning the Campaign," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 37-47.

Duty: Using Employability Skills

Duty No. 1

Task No. 8

Task: Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

Achievement Indicators:

The learner:	Yes	No
1. Identified a job within the area of occupational interest -	____	____
2. Prepared a list of organizations that employ people to perform the identified job -	____	____
3. Scheduled an interview appointment with an employer at one of the organizations -	____	____
4. Prepared a list of questions for the interview -	____	____
5. Conducted the interview -	____	____
6. Prepared a follow-up letter to mail, after the interview, to the employer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Planning the Job Campaign," Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 44-45.

Duty: Using Employability Skills	**Duty No.** 1 **Task No.** 9

Task: Complete a social security form, using information, to apply for a social security number.

Achievement Indicators: The learner:

	Yes	No
1. Contacted appropriate office to secure form -	____	____
2. Followed instructions on form -	____	____
3. Filled in each space on the form with the correct information -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

"Handling the Paperwork," Employability Skills Guide #6, MSU.

Duty: Using Employability Skills

Duty No. 1

Task No. 10

Task: Contact an employer, using a telephone, to pursue potential employment opportunities.

Achievement Indicators: The learner:

	Yes	No
1. Greeted receptionist -	____	____
2. Identified self and reason for phone call -	____	____
3. Asked to speak to appropriate person -	____	____
4. Arranged, if necessary, a time to call back -	____	____

Criteria: Competence in the task will be recognzied when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Oakland University, 1984, pp. 54-57.

Duty: Using Employability Skills	**Duty No.** 1 **Task No.** 11

Task: Complete a job application, using personal notes, to apply for employment.

Achievement Indicators:

The learner:	Yes	No
1. Followed the direction specified on the application form -	____	____
2. Filled in each space where applicable, with the correct information -	____	____
3. Used a pen or typewriter to fill in application information -	____	____
4. Filled out the application neatly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 61-64.

Duty: Using Employability Skills

Duty No. 1

Task No. 12

Task: Prepare a resume, using personal information, to apply for a job.

Achievement Indicators:

The learner:	Yes	No
1. Listed name, address, and telephone number -	____	____
2. Identified career objective -	____	____
3. Listed work experiences -	____	____
4. Described job-related experiences -	____	____
5. Provided information about education -	____	____
6. Listed military experience, if acquired -	____	____
7. Described home/community activities -	____	____
8. Listed membership in work related organizations/ associations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Communicating with Employers," in *Opening Doors: A Practical Guide for Job Hunting*, Continuum Center, Oakland University, 1984, pp. 58-59, 65-71.

Duty: Using Employability Skills	**Duty No.** 1
	Task No. 13

Task: Write a letter, using personal notes, to apply for a position.

Achievement Indicators: The learner: Yes No

1. Included:
   a. Name, address, and phone number - _____ _____
   b. Date - _____ _____
   c. Name, title, firm, address of person to whom the letter is being sent - _____ _____
   d. Salutation - _____ _____
2. Indicated in paragraph one:
   a. An awareness of the business - _____ _____
   b. A reference to an ability/skill that will benefit the company - _____ _____
3. Emphasized experience, abilities, accomplishments, in paragraph two - _____ _____
4. Identified strengths/special training in paragraph three - _____ _____
5. Included a follow-up plan in paragraph four - _____ _____
6. Included complimentary closing - _____ _____
7. Signed letter - _____ _____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman Jane, Judith Hoppin and Ronald Kent, "Communication with Employers," in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University, 1984, pp. 72-73.

Duty: Using Employability Skills

Duty No. 1

Task No. 14

Task: Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

Achievement Indicators: The learner:

	Yes	No
1. Described and/or dressed in the attire of the appropriate occupational area, including:		
a. Grooming -	____	____
b. Health -	____	____
c. Uniforms -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills

Duty No. 1

Task No. 15

Task: Interview for a job, using communication skills, to secure employment.

Achievement Indicators:

The learner:	Yes	No
1. Demonstrated appropriate characteristics for job applicants including:		
a. Attire -	____	____
b. Grooming -	____	____
c. Conduct -	____	____
2. Demonstrated correct usage of interviewing techniques -	____	____
3. Prepared a list of questions to ask the interviewer -	____	____
4. Prepared a follow-up letter to mail, after the interview, to the interviewer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:
Goodman, Jane, Judith Hoppin and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills

Duty No. 1

Task No. 16

Task: Contact a job interviewer, using a telephone, to accept/reject a job.

Achievement Indicators:

The learner:	Yes	No
1. Spoke with interviewer who offered the job -		
2. Identified self -		
3. Accepted offer, if applicable -		
4. Found out starting date and time, if appropriate -		
5. Rejected offer courteously and politely, if applicable -		
6. Gave reason for rejection, if applicable -		
7. Concluded conversation correctly -		

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

"Getting the Job," Employability Skills Guide #9, MSU.

Ibid, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** 1 **Task No.** 17

Task: Complete forms, using information, to withhold city, state and federal taxes.

Achievement Indicators: The learner:

	Yes	No
1. Completed city tax form correctly -	____	____
2. Completed state form correctly -	____	____
3. Completed federal tax form correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Duty: Using Employability Skills

Duty No. 1

Task No. 18

Task: Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on the job.

Achievement Indicators: The learner:

	Yes	No
1. Listed and described the methods to achieve successful working relationships -	____	____
2. Listed and defined importance of:		
a. Reliability -	____	____
b. Punctuality -	____	____
c. Quality -	____	____
d. Quantity -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-100.

Duty: Using Employability Skills	**Duty No.** 1 **Task No.** 19

Task: Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

Achievement Indicators: The learner:	Yes	No
1. Described types and sources of continuing education programs for an occupation -	____	____
2. Related information to career alternatives -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, p. 101.

Duty: Using Employability Skills

Duty No. 1

Task No. 20

Task: Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

Achievement Indicators: The learner:

	Yes	No
1. Described the career stages associated with the occupational areas:		
a. Listed jobs, entry through advanced levels -	____	____
b. Gave examples of tasks that employees in the occupation are required to perform -	____	____
c. Identified tools/equipment that employees in the occupation use -	____	____
d. Made reference to the relationship of the job(s) to data, people, and things -	____	____
e. Made reference to education and/or on-the-job training needed to attain career mobility -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).

Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future,: in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-102.

Michigan Occupational Information System (M.O.I.S.).

Duty: Using Employability Skills	**Duty No.** 1 **Task No.** 21

Task: Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Achievement Indicators: The learner:	Yes	No
1. Described practice for resigning from a job:		
a. Gave two weeks to a months notice -	____	____
b. Specified a positive reason for leaving the employment situation -	____	____
2. Described practices for job dismissal (laid-off, released):		
a. Asked the employer for a letter of reference if laid off -	____	____
b. Talked with the employer to discover what was the problem, if released -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Knowing the Score," Employability Skills Guide #10, MSU.

TOOL AND EQUIPMENT LIST
FOR DAIRY

Equipment	Duty
Adjustable wrenches	C
Balling gun	D
Barn chart	A
Black light	C
Breeding wheel	A
Broom	B, C, D
Brushes	B, C, E, H
Buckets	B, D, H, G
Calculator	B, C, E, F
Calf puller	B
Canisters	A
Chin-ball marker	A
Clamp forceps	B
Clippers	A, B
Comb	B
Dipping vat	D
Duster	D
Electric dehorner	D
Feeders	C
Fogger	D
Forage analysis kit	C
Forceps	D
Freeze brands	B
Frick speculum tube	D
Gloves	B
Goggles	D
Gouge dehorner	D
Grain probe	C
Gravity flow intravenous unit	D
Grease gun	C
Grinding equipment	C
Guillotine dehorner	D
Halter	G
Hammer	B, E, G

TOOL AND EQUIPMENT LIST (Cont.)

Equipment	Duty
Hand saw	E
Hand tools	E
Head chute	D
Heat lamp	B
Hoof chisel	B
Hoof knife	B
Hoof nippers	B
Hoof rasp	B
Hoof trimmers	G
Hose	B, D
Incinerator	B
Knife	D
Liquid drench syringe	D
Liquid manure spreader	E
Loading chute	G
Manure spreader	E
Mastitis test kit	B, H
Metal tagger	B
Microcomputer	B, C, E, F
Milking equipment	H
Moisture meter	C
Nasal syringe	D
Neck chains	B
Nitrogen tank	A
Obstetric chains	B
Oral paste gun	D
Patch heat detector	A
Pitch fork	E
Plastic gloves	B
Plastic sleeve	B
Plastic tagger	B
Portable holding box	B
Pressure washer	D
Protective clothing	D
Rectal thermometer	D
Refrigerator	B

TOOL AND EQUIPMENT LIST (Cont.)

Equipment	Duty
Restraining chute	D
Rope	D
Rope halter	B
Rubber boots	B, D
Rubber coveralls	B
Rubber gloves	A, D
Scales	C
Scoop dehorner	D
Scraper	B, D, E
Screwdriver	B
Semen	A
Semen tank	A
Shovel	B, C, D
Show halter	G
Specimen container	D
Stock trailer	G
Stomach tube	D
Straw insemination gun	A
Strip cup	H
Surgical Scissors	B
Suture needle	D
Syringe	B, D
Tail comb	G
Tatoo set	B
Telephone	C
Thermometer	B
Tractor	D, E
Trocar and cannula	D
Tube dehorner	D
Washing vats	H

STUDENT ACHIEVEMENT RECORD

DAIRY

STUDENT ____________________

INSTRUCTIONS:

Mark each student's level of competence according to the following guide:

LEVEL	GUIDE
1	Student has been exposed to task
2	Task accomplished with assistance
3	Task accomplished to criteria by student
4	Ability to teach or demonstrate the task to others

TASK	LEVEL	DATE
A. BREEDING DAIRY		
1. Plan breeding system.		
2. Select breeding stock for embryo transfer.		
3. Select breeding stock to meet or exceed the farm standards for production, pedigree, health and disposition.		
4. Arrange pregnancy check for bred cows and heifers.		
5. Store semen.		
6. Record breeding data.		
7. Breed cows and heifers.		
8. Detect heat.		
9. Cull animals.		
B. CARING FOR DAIRY		
1. Apply for registration papers.		
2. Clean newborn animals.		
3. Dispose of unused chemicals and drugs.		

TASK	LEVEL	DATE
B. CARING FOR DAIRY (Cont.)		
4. Store medicines and chemicals.		
5. Identify animals.		
6. Verify production records.		
7. Make inventory lists of dairy equipment.		
8. Dry-off cows.		
9. Remove manure from quarters and pens.		
10. Clip udder hair.		
11. Remove extra teats.		
12. Groom body of animal.		
13. Care for animals feet.		
14. Remove afterbirth.		
15. Assist with calving.		
16. Prepare production performance records.		
17. Plan goals for dairy farm.		
C. FEEDING DAIRY		
1. Prepare ration for dairy.		
2. Prepare dairy feeding records.		
3. Select feeding methods.		
4. Calculate cost of rations and feed mistures.		
5. Determine feeding and watering space requirements.		
6. Examine feedstuffs for mold and spoilage.		
7. Test forage quality.		
8. Service grinding and mixing equipment.		
9. Service bulk feed handling equipment.		
10. Order feed.		
D. MAINTAINING DAIRY HEALTH		
1. Disinfect buildings.		
2. Applied insecticides in buildings.		
3. Control parasites (external/internal) and external infection.		
4. Take animal's temperature.		
5. Administer medication.		
6. Treat wounds.		

TASK	LEVEL	DATE
D. MAINTAINING DAIRY HEALTH (Cont.)		
7. Treat calves for scours.		
8. Vaccinate animals.		
9. Dip naval.		
10. Dehorn animals.		
11. Treat bloated animals.		
12. Implant magnets.		
13. Isolate newly purchased animals for observation.		
14. Separate sick, weak or injured animals.		
15. Dispose of dead animals.		
16. Keep animal health records.		
17. Clean freshening pens and calving facilities.		
18. Dust or spray dairy cattle.		
E. MAINTAINING DAIRY FACILITIES		
1. Clean and adjust waters.		
2. Plan housing for free stall facilities and for milking facilities.		
3. Apply wastes to fields.		
4. Remove wastes.		
5. Construct feed trough.		
6. Construct back-scratcher for insecticide application.		
7. Plan waste disposal system.		
F. MARKETING DAIRY		
1. Plan marketing schedule.		
2. Calculate expected returns and profits on sales.		
3. Cull animals for sale.		
4. Consign outstanding animals to sales.		
G. SHOWING DAIRY		
1. Train dairy animals to lead and set-up.		
2. Select equipment for fitting and showing.		
3. Prepare exhibitor to show.		
4. Prepare facilities at show.		
5. Select animals for show.		

TASK	LEVEL	DATE
G. SHOWING DAIRY (Cont.)		
6. Transport animals.		
7. Groom animal.		
H. MILKING DAIRY		
1. Prep the cow for milking.		
2. Milk the cow properly with the milking machine.		
3. Maintain milking system.		
4. Clean the milking system.		
5. Clean milking parlor.		
I. USING EMPLOYABILITY SKILLS		
1. Perform a self-assessment to compile a list of personal attributes.		
2. Perform a self-assessment to identify areas of work that will provide personal job satisfaction.		
3. Perform a self-assessment to determine methods to reduce levels of stress.		
4. Compile an occupational profile.		
5. Investigate non-wage job characteristics.		
6. Develop goals.		
7. Perform a job search		
8. Participate in an information interview.		
9. Complete a social security form.		
10. Contact an employer.		
11. Complete a job application.		
12. Prepare a resume.		
13. Write a letter.		
14. Demonstrate appropriate dress.		
15. Interview for a job.		
16. Contact a job interviewer.		
17. Complete forms.		
18. Describe performance evaluation measurements.		
19. Perform a continuing education program search.		
20. Analyze career information.		
21. Describe job resignation/dismissal practice.		

CLASS ACHIEVEMENT RECORD

NAME TASK No.																								